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**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF OKLAHOMA  
[www.okwd.uscourts.gov](http://www.okwd.uscourts.gov)**

Position Title: Procurement Services Technician  
Position Type: Full-time Permanent  
Vacancy Number: 16-07  
Location: Oklahoma City  
Open date: November 2, 2016  
Close Date: November 23, 2016  
Salary: CL 24 (\$35,470 - \$57,631)  
Starting salary will be commensurate with qualifications and work experience. This is a career ladder position with promotional potential to CL 26 without the need to re-advertise.

**POSITION OVERVIEW:** This entry level, career-track position performs administrative and technical support related to purchasing supplies and materials for the court in accordance with court policies and approved internal controls. Duties involve assisting with procurement and inventory activities through accurate record keeping and tracking; receiving, checking, and delivering ordered supplies and materials; and assisting with purchase orders, invoice payments and travel vouchers. Attention to detail is extremely important. Assignments will become progressively more complex over time. This position requires moving and lifting boxes, furniture, equipment, and supplies.

**MINIMUM QUALIFICATIONS:** To qualify for the position of Procurement Technician, a person be a high school graduate or equivalent, and have a minimum of two years of general experience. General experience includes progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position, including, but not limited to filing, record keeping, typing, public contact and telephone usage. College education may be substituted for general experience. Applicants must be a U.S. Citizen or eligible to work in the United States.

**COURT PREFERRED QUALIFICATIONS:** Experience in procurement, inventory and customer service is strongly preferred. Skill in the use of word processing, spreadsheet, database and inventory tracking applications is highly desirable. Preference will be given to applicants with at least five years of specialized experience; court experience; or experience in a similar position. A four year college degree from an accredited educational institution is highly desirable.

**BENEFITS.** Employees of the U.S. District Court are not classified under Civil Service, but are entitled to many of the same benefits as other federal government employees including participation in the retirement system, health and life insurance programs, leave accrual, periodic grade and step increases, and paid holidays.

**ADDITIONAL INFORMATION:** Only qualified applicants will be considered for this position. Relocation expenses will not be reimbursed. Applicants selected for interviews must travel at their own expense. All employees are subject to mandatory electronic direct deposit of salary payments.

This announcement may be closed at any time without notice. The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, any of which may occur without any prior written notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.

A background investigation including fingerprinting, criminal history and credit checks will be conducted as a condition of employment. Selected candidate will be subject to a one year probationary period. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

**APPLICATION INSTRUCTIONS.** To apply, please send an application package that includes a resume, completed employment application form, and a cover letter explaining why you are qualified for this position. The employment application form can be found on the court web page at [www.okwd.uscourts.gov](http://www.okwd.uscourts.gov). The application package should be sent by email to [HR@okwd.uscourts.gov](mailto:HR@okwd.uscourts.gov), and must be sent as a single .pdf document with the vacancy number of 16-07 and the applicant's name in the subject line.

Carmelita Reeder Shinn, Court Clerk  
U.S. District Court  
Western District of Oklahoma  
William J. Holloway, Jr. U.S. Courthouse  
200 NW 4<sup>th</sup> Street, Rm 1210  
Oklahoma City, OK 73102

**An Equal Opportunity Employer**